

INITIAL ADMINISTRATOR CERTIFICATION CHECKLIST

How do I apply for my administrator certificate? Use this checklist to submit your application to the Administrator Certification Section. Please click on the highlight areas for the form or more information.

- Complete and submit both sides of the [LIC 9214 Application for Initial Administrator Certification](#) form, within 30 days from the date of notice that you passed the test.
- Include a non-refundable \$100 processing fee made payable to the Department of Social Services. Please include your administrator certificate number on your check or money order and paperclip it to your application.
- Include a copy of your Certificate of Completion of the Initial Certification Training Program.
- Complete both sides of the [LIC 508 Criminal Record Statement](#). Even if you have an existing clearance or exemption, you must complete a new LIC 508 form. If you have been convicted of a crime, there will be a delay in the processing of your application.
- Attach a copy of the completed [LIC 9163 Request for Live Scan Service](#) form, signed by the Live Scan operator. For more information about the criminal record process, review [the background information](#) to determine if you need to be printed or if you are already on the CDSS system. Do not wait for your Live Scan results before submitting your application. Your clearance information will be sent electronically to us.

Send your completed application to the following address:

California Department of Social Services
Administrator Certification Section
744 P Street M.S. 9-14-47
Sacramento, CA 95814

If you have specific questions regarding your application, please contact Kristina Fernandez at (916) 657-2463. We aim to process applications within 60 days from the date of receipt. You can check the status of your application at www.cclid.ca.gov. Once there, click on the Administrator Certification Program link; then click on the “information regarding pending applications” link.